

**Minutes
Windsor Town Council Meeting
Town Hall
October 16, 2009**

The Windsor Town Council met in regular session on October 16, 2009 at 4:00 p.m. in the Council Chamber of the Windsor Town Hall, Windsor, Virginia. Mayor Marvin A. Crocker, Jr. was present, and he called the meeting to order. He welcomed those who were present. He asked for anyone with cell phones to please turn them off. He asked the Clerk to call the roll. Robin Hewett, Town Clerk, recorded the minutes. John L. Rowe, Jr., Interim Town Manager, Chief Porti, Michael Stallings, Assistant Town Manager/Planning and Zoning Administrator, and Joshua Pretlow, Jr., Town Attorney were present.

Council members present: J. Clinton Bryant
 William L. Jones
 Carita J. Richardson
 Durwood V. Scott

Council members absent: Wesley F. Garriss
 Greg Willis

Mayor Crocker asked the Town Manager to begin by briefing Council on the first item on the agenda.

Establishing Personal Property Relief Percentage for Calendar Year 2009

Mr. Rowe said the first item is establishing the personal property relief percentage for calendar year 2009. He said this is something that Council does annually. He said based on the amount of State funding we expect to receive this year and based on the overall assessed value of the personal property in Windsor, we calculate our percentage for this calendar year to be 35 percent.

Mr. Rowe said he has some good news to report to Council pertaining to delinquent real estate taxes. He said in 2008, there was \$12,997 in delinquent real estate taxes, and in this year, 2009, there is approximately \$7,763 in delinquent real estate taxes. He said this significant reduction is due to the hard and very professional work of Robin Hewett, Terry Whitehead, and Jeannie Dunlow for aggressively collecting delinquent taxes over the past year. He said he would like to commend them for their outstanding service to the Town.

Mr. Rowe said he would recommend to Council to adopt the ordinance entitled: *An Ordinance Establishing a Personal Property Tax Relief Percentage of 35% for Calendar Year 2009 Personal Property Tax Bills.*

Mayor Crocker asked the Clerk to read the title of the ordinance for everyone present and she did. Mayor Crocker asked for a motion and then any related discussion that Council may have.

Councilman Scott made a motion to adopt the ordinance entitled: *An Ordinance Establishing a Personal Property Tax Relief Percentage of 35% for Calendar Year 2009 Personal Property Tax Bills*. Councilwoman Richardson seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

Rural Development Water System Improvements Projects - Resolution

Mr. Rowe said this resolution is to appropriate money for the next phase of the water system improvements project and to award the construction contract to Walter C. Via Enterprises, Inc. He said the contractor's bid amount was \$490,566, which was the lowest bid submitted. He said engineer, Craig VanNatta, has reviewed both the contractor and bid, and he recommends that we award the contract for this work to Walter C. Via Enterprises, Inc. Mr. Rowe said this resolution also includes the railroad's license fee and insurance fees total \$11,200 as well as the five percent contingency for the construction work. He said the total budget for this portion of the water system improvements project is \$526,284. He said the Town Attorney has reviewed the agreement, and it is in order and ready for execution by the Town. He said what this resolution does is appropriates the money for this phase of the project, and approves the agreement with the railroad. He said he would recommend Council adopt this resolution.

Mayor Crocker asked the Clerk to read the resolution title. She read the title as follows: *A Resolution Appropriating the Sum of \$526,284 from the Proceeds of a 2009 Loan from the Rural Development Agency of the United States Department of Agriculture for the Construction of Water System Improvements for the Town of Windsor's Water System and Awarding the Construction Contract for the Same to Walter C. Via Enterprises, Inc. of West Point, Virginia*.

Vice Mayor Jones made a motion to approve the resolution entitled: *A Resolution Appropriating the Sum of \$526,284 from the Proceeds of a 2009 Loan From the Rural Development Agency of the United States Department of Agriculture for the Construction of Water System Improvements for the Town of Windsor's Water System and Awarding the Construction Contract for the Same to Walter C. Via Enterprises, Inc. of West Point, Virginia*. Councilman Bryant seconded the motion.

Council discussed the contractor, the funds needed for this phase of the water system improvements project and the project budget figures enclosed in the agenda packet. Mr. Rowe said the original budget for the entire water system improvements project totaled \$1,381,000, including the Town's cash contribution

of \$50,000. He said now that we have taken bids for all of the construction work, we estimate the revised budget to now be \$959,024 thus making the Rural Development loan approximately \$910,000 instead of \$1.3 million. He said this would be a significant savings for the Town.

After discussion, Mayor Crocker called for the question, and Council passed the motion unanimously as recorded on the attached chart as motion #2.

Rural Development Loan – Resolution Embedded in “RUS Bulletin 1780-27, Loan Resolution

Mr. Rowe said at your last meeting, Council adopted a resolution approving the terms and conditions of eight Rural Development forms that relate to our closing on the Rural Development loan for the water system improvements project. He said because this is actually a resolution and not a form, technically Council did not adopt this resolution that was embedded in the list of Rural Development forms. He said this resolution has been taken out of a form format and put in our resolution format for Council's consideration. He said he would recommend to Council to adopt the resolution. Mr. Pretlow said he would review the resolution to make sure all the wording converted over correctly before the Clerk sends the signed resolution to Rural Development.

Mayor Crocker asked the Clerk to read the title of the resolution. She read the resolution as follows: *A Resolution Authorizing and Providing for the Town of Windsor to Obtain a Loan From the Rural Development Agency of the United States Department of Agriculture for the Purpose of Providing a Portion of the Cost of Acquiring, Constructing, Enlarging, Improving, and/or Extending its Water System to Serve an Area Lawfully Within its Jurisdiction to Serve.*

Councilman Scott made a motion to adopt the resolution entitled: *A Resolution Authorizing and Providing for the Town of Windsor to Obtain a Loan From the Rural Development Agency of the United States Department of Agriculture for the Purpose of Providing a Portion of the Cost of Acquiring, Constructing, Enlarging, Improving, and/or Extending its Water System to Serve an Area Lawfully Within its Jurisdiction to Serve.* Councilwoman Richard seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

Other

Vice Mayor Jones said he would like to have a Council work session on October 26, 2009 to discuss the location of the police station. He said he feels Council needs to be in agreement on this item before discussing this at the Intergovernmental meeting. He said he would like to discuss the advantages and disadvantages of the location that Council is currently looking into. Mayor Crocker asked if everyone was available for the work session on October 26th.

Councilwoman Richardson said she may have another meeting that day and possibly would not be able to attend. Vice Mayor Jones suggested changing the work session to October 27, 2009 at 5:00 p.m. if more of Council could attend. Councilman Scott said he would like to get comments from Chief Porti on his recommendations for a location for the police station. Council said they would like for Chief Porti to attend the work session. Mr. Rowe said Council should discuss any other items that it would like to talk about at the Intergovernmental meeting at the work session on October 27th. Several items Council briefly mentioned for discussion at the Intergovernmental meeting were the six-way intersection on Route 460, Town water, and annexation. It was suggested that Council may want to do some long-range planning before bringing some of these items before Isle of Wight County's Board of Supervisor members. Mr. Rowe asked if Council would like for him to get a copy of the agreement between Isle of Wight and Norfolk regarding water. He said he would also recommend getting articles that setup the Western Tidewater Water Authorities. He said this was setup under State statue which makes it a political subdivision of the State. Mayor Crocker asked Mr. Rowe to take care of getting the appropriate information for Council, and also getting a copy of the agreement that the City of Franklin has with Isle of Wight County.

Vice Mayor Jones made a motion to adjourn. Councilwoman Richardson seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4. The meeting adjourned at 4:58 p.m.

Marvin A. Crocker, Jr., Mayor

Robin Hewett, Clerk

TOWN OF WINDSOR
RECORD OF
COUNCIL VOTES

Council Meeting Date October 16, 2009

Motion #	Bryant	Scott	Willis	Richardson	Garris	Jones	M. Crocker
1	y	y	Absent	y	Absent	y	
2	y	y	"	y	"	y	
3	y	y	"	y	"	y	
4	y	y	"	y	"	y	
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October 16, 2009
Robin Hewett, Clerk/Treas.